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Records Center

4/7/58
Routed to
RMS by chief
JRM.

25X1A9a

7 April 1958

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MEMORANDUM FOR: Commanding Officer/

SUBJECT : Progress Report for Month of March 1958

1. Attached is the Records Center monthly statistical report for the month of March 1958.

2. The following summarizes the activity of the Branches during the month:

Assessing

a. Tangible

- (1) On three occasions the Logistics Office furnished transportation for 285 cubic feet of records as compared to 477 cubic feet transported by the Records Center Couriers.
- ✓ (2) Furnished 314 assembled containers to our customers.
- (3) Received 360 different reports and 28 new or revised Administrative issuances during the month for Supplemental Distribution.

b. Intangible

- (1) The renumbering of containers and shelving is progressing exceptionally good. This can be contributed largely to the support rendered by Management Staff. Five employees of that Staff have been temporarily assigned to the Center for a two week period.

Reference

a. Tangible

- (1) The reference service during the month has shown a considerable increase over past months. There were 12,050 intelligence reports furnished to customers which figure can be contributed primarily to requests received for HIB to be furnished to the White House and Navy.
- (2) Furnished 304 information reports which required the reproduction of 965 pages.

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Disposal

a. Tangible

- (1) There was 176 cubic feet of material destroyed and 247 cubic feet was returned to the headquarters area. However, there has been an accumulation of 97 cubic feet in the disposal area due to inadequate labor and facilities.

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Acting Deputy, Chief Records
Center Division

Attachment.

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ORIGINAL DOCUMENT MISSING PAGE(S):

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